



Plattsburgh, New York

Randal J. Stone
Assistant Chief

Plattsburgh Fire Department
65 Cornelia Street
Plattsburgh, NY 12901
Tel: 518-561-5965
Fax: 518-561-8236
stoner@cityofplattsburgh-ny.gov

MEMO

TO: Mayor Donald Kasprzak
Members of the Common Council

FROM: Assistant Fire Chief, Randal Stone

DATE: July 26, 2012

RE: Fire and Ambulance Responses

For this week's period: Thursday, July 19, 2012 to Wednesday, July 25, 2012
our Department has responded to the following:

Fire Calls	22
	1 smoke or odor removal
	12 system activations
	6 EMS assist
	3 MVA

Ambulance Calls	48
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Mutual Aid by CVPH	17
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BUILDING INSPECTOR'S COMPLAINT REPORT: 07/24/12

DATE	STREET #	STREET NAME	COMPLAINT	INSP	INSPECTOR REPORT	CORRECTION	DATE OF CORRECTION
7/16/2012	15	MACOMB ST	GARBAGE	KB		CORRECTIVE ACTION IN PROCESS	
7/16/2012	70	COURT ST	PARKING	CB		CORRECTIVE ACTION IN PROCESS	
7/20/2012	178	BROAD ST	SIGNAGE	JM		CORRECTIVE ACTION IN PROCESS	
7/23/2012	110	MARGARET ST	NOT ENOUGH AMPS TO INSTALL ELECTRIC HEAT ON 3RD FLOOR	CB		CORRECTIVE ACTION IN PROCESS	
7/23/2012	29	WILLIAM ST	GARBAGE	CB		CORRECTIVE ACTION IN PROCESS	
7/23/2012	376	MARGARET ST	OCCUPANCY	CB		CORRECTIVE ACTION IN PROCESS	

CITY OF PLATTSBURGH, NY

STATEMENT OF CASH RECEIPTS

Department of Public Library

The undersigned hereby certifies that the following is a complete statement of all monies payable to the City of Plattsburgh received by the above mentioned department, or by the undersigned, during the period beginning June 27, 2012 and ending on June 30, 2012 inclusive.

Purpose for which Received		Amount
6124-2450	Commissions	-
6126-2613	Overdue Charges	240.05
6126-2650	Sale of Scrap - Library Auction	-
6126-2655	Minor Sales	156.49
6127-2690	Lost/Damaged Property	-
6127-2705	Gifts and Donations (NYS Broadcasters Assoc. Award)	1,000.00
6127-2755	Trust Fund Income	-
6227-2760	CEF Library System	-
6330-3840	State Library Aid	-
		-
6330-3842	State Aid	-
		-
	General	1,396.54
	Sales Tax @ 8.0% (Minor Sales - Supplies Only) T&A	4.26
	TOTAL	1,400.80

Dated, Plattsburgh, NY: July 5, 2012

Signed by Jamie A. Parrotte Administrative Assistant

Received of Jamie A. Parrotte the aforesaid amount of:
One thousand four hundred and 80/100 dollars this 5th day of July 2012.

R. Marks
Richard A. Marks

SET 17_CPI
CITY OF PLATTSBURGH 1001
MISCELLANEOUS CASH
Date / Time : 07/05/12 14:47
Payment : \$ 1,396.54
Receipt # : 214213
Check/Credit Card #: MULTIPLE
Check : 142761er

CITY OF PLATTSBURGH, NY

STATEMENT OF CASH RECEIPTS

Department of Public Library

The undersigned hereby certifies that the following is a complete statement of all monies payable to the City of Plattsburgh received by the above mentioned department, or by the undersigned, during the period beginning July 2, 2012 and ending on July 10, 2012 inclusive.

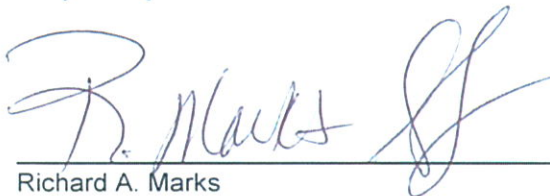
Purpose for which Received		Amount
6124-2450	Commissions	-
6126-2613	Overdue Charges	350.60
6126-2650	Sale of Scrap - Library Auction	-
6126-2655	Minor Sales	67.62
6127-2690	Lost/Damaged Property	-
6127-2705	Gifts and Donations	-
6127-2755	Trust Fund Income	-
6227-2760	CEF Library System	-
6330-3840	State Library Aid	-
6330-3842	State Aid	-
		-
	General	418.22
	Sales Tax @ 8.0% (Minor Sales - Supplies Only) T&A	5.88
	TOTAL	424.10

Dated, Plattsburgh, NY: July 6, 2012

Signed by Jamie A. Parrotte, Administrative Assistant

Received of Jamie A. Parrotte the aforesaid amount of:

Four hundred twenty-four and 10/100 dollars this 11th day of July 2012.


Richard A. Marks
City Chamberlain

SET_17_CPI
CITY OF PLATTSBURGH
MISCELLANEOUS CASH
Date / Time : 07/12/12 14:29
Payment : \$ 418.22
Receipt # : 215371
Check/Credit Card #: MULTIPLE

SET_17_CPI
CITY OF PLATTSBURGH 1001
MISCELLANEOUS CASH
Date / Time : 07/12/12 13:53
Payment : \$ 5.88
Receipt # : 215368
Check/Credit Card #:
Clark : 4422-1-111



Plattsburgh Police Department
45 Pine Street

Plattsburgh, New York

518-563-3411
518-566-9000 (FAX)

DESMOND J. RACICOT
Chief of Police

July 17, 2012

Mayor Donald M. Kasprzak
And Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

Dear Mayor and Council Members;

Attached please find the monthly report of the Parking Violations Bureau for June 2012.

Respectfully Submitted,

Chief Desmond J. Racicot
Plattsburgh Police Department

HLS

PARKING VIOLATIONS BUREAU

Monthly Report for June 2012

	<u>June 2012</u>	<u>June 2011</u>
TICKETS ISSUED:	81	408
TICKETS COLLECTED:	95	326
REVENUE FOR MONTH:	\$2,042.50	\$6,929.25

YEAR TO DATE TOTALS:

	<u>June 2012</u>	<u>June 2011</u>
TICKETS ISSUED:	1074	2534
TICKETS COLLECTED:	1015	2243
REVENUE:	\$30,322.75	\$61,280.50
COMPARISON:	Parking tickets issued for June. 2012: Down 327 Parking tickets collected for June. 2012: Down 231 Revenue for June. 2012: Down \$4,886.75 Amount Dismissed: \$573.75	



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)

Plattsburgh, New York

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, New York 12901
518-563-2200
Fax: 518-563-6690

July 23, 2012

To: Mayor Kasprzak and Common Council
From: Bill Treacy, Manager
Subject: Permission to Issue Bid Proposal

The Plattsburgh Municipal Lighting Department respectfully requests permission from the Common Council to advertise for sealed bid for:

PMLD BID NO. 2012-7-3
Rust Removal and Painting US Oval Street Light Posts
BID OPENING DATE: August 28, 2012 AT 11: 00 AM

We propose that these bids be received under PMLD Bid No. 2012-7-3, prior to 11:00 a.m., local time, on the date shown above, then publicly opened and read in the Common Council Chambers.

Respectfully submitted,

Bill Treacy
Manager

cc: Councilor Jackson, MLD Liaison
Keith Herkalo, City Clerk
Kelly Clookey, MLD Finance Director
Project File



Plattsburgh, New York

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

July 17, 2012

Mayor Donald Kasprzak
and
Members of the Common Council
41 City Hall Place
Plattsburgh, N.Y. 12901

**REF: Recommendation of Award for
"Hard Cab Tractor,"
Contract #2012-13**

Dear Mayor Kasprzak & Councilors:

We received and opened bids on Tuesday, July 10, 2012, for Contract# 2012-13, "Hard Cab Tractor." A bid tabulation is attached for reference.

I have reviewed the bids and find they conform to the specified requirements. Therefore, I recommend that a contract be awarded to, **"Sample's Lawn & Garden, 9398 Route 9, Chazy, NY 12921,** for the following:

Base Bid Kioti Hard Cab Tractor:	\$ 23,213.00
Front End Loader:	3,938.00
72 Inch two-stage snow blower (w/ mounting kit & drive shaft):	5,838.00
Rotary Cutter for bush cutting:	1,380.00

TOTAL: \$ 34,369.00

Sufficient funding is available in Capital Project **H5110.37 "2012 Equipment Replacement"** Capital Project.

Very truly yours,



Kevin R. Farrington, P.E.
City Engineer

/dn

Attach.(1)

CC: City Clerk, City Chamberlain
Bill Todd, WFP

CITY OF PLATTSBURGH

BID TITLE: Grand Cab Partner for WFP

BID OPENING DATE:

July 10, 2012 10:30 AM

NAME & ADDRESS OF BIDDERS	AMOUNT OF BID	NCBC	SECURITY
Mountain View Equipment LLC 8092 State Hwy 100 Patterson, NY	83,489	X	
Samuel Law & Garden 9398 Lga Chas. NY	23,213	X	
Robert J. Spata 154 S. Rt 33 Patterson, NY	24,199	X	
Champlain Valley Equip 7 Franklin St W Ballston, NY	28,988	X	

UNIVERSITY POLICE

HEALTH CENTER

101 Broad Street
Plattsburgh, NY 12901-2681
Tel: 518-564-2022
Fax: 518-564-4025

July 23, 2012

Honorable Donald Kasprzak
Mayor, City of Plattsburgh
City Hall
Plattsburgh, NY 12901

Dear Mayor Kasprzak:

State University of New York College at Plattsburgh begins the 2012-2013 Academic Year with opening day on Saturday, August 25, 2012. On that day, hundreds of new students move into campus residence halls and there is very heavy traffic flow and congestion on Rugar Street in the vicinity of State University of New York College @ Plattsburgh.

It has been the practice for the past several years that only one-way vehicular traffic is permitted on Rugar Street – in the vicinity of the State University property – on Saturday, August 25, 2012 from 7 A.M. to 7 P.M. The direction of travel will be westerly from the Myers Building roadway to the intersection with Sanborn Avenue. Additionally, the portion of Sanborn Avenue in front of our residence halls will be one-way only. The direction of travel will be northerly from Rugar Street out to Park Avenue. This practice was employed to enhance safety and relieve traffic congestion.

Therefore, I am requesting that University Police personnel be allowed to divert and direct a one-way traffic pattern in a westerly direction on Rugar Street between Myers Building roadway/Rugar Street intersection and the intersection of Sanborn Avenue/Rugar Street out to Park Avenue.

Attached to this letter is a 2012-2013 Academic Year schedule.

Thank you for your consideration in this matter. Should you need further information, please advise me.

Sincerely yours,

Arlene M. Sabo
Chief of University Police

Attachment

cc: Dr. John Ettling, President
Mr. William Laundry, Vice President for Student Affairs
Mr. Keith Tyo, Executive Assistant to the President
Mr. Bryce Hoffman, Executive Director of Marketing & Communications
Mr. Desmond Racicot, Plattsburgh City Police Chief & Interim Plattsburgh City Fire Chief
Mr. Jerry Lottic, Assistant Chief of University Police

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SUNY Plattsburgh Fall 2012 Academic Calendar



[SUNY Plattsburgh](#) > [Academics](#) > [Academic Calendar](#)

Fall 2012 Official Academic Calendar

August

- Sunday, August 5: Non-matriculated student registration begins (10 a.m.)
- Friday, August 24 - Sunday, August 26: Fall 2012 registration access ends for continuing, matric a.m.), see Banner for next available access date
- Saturday, August 25: Residence halls open (8 a.m.); Fall Convocation (5 p.m.)
- Sunday, August 26: New student course advisement/registration (10 a.m.); course add/drop for c p.m.); non-matriculated student registration begins (6 p.m.)
- **Monday, August 27: Classes begin**
- Friday, August 31: Last day to submit *Authorization to Register for Credit-hour Overload* (4 p.m independent study, research practicum and internship registration paperwork to the Registrar's Of

September

- Sunday, September 2: Course add/drop ends (11:30 p.m.)
- Monday, September 3: Labor Day (classes in session)
- Wednesday, September 19: Winter 2013 and Spring 2013 course schedules due in deans' offices; courses for Winter/Spring 2013 offering
- Friday, September 21: *Diploma Applications* for December 2012 and January 2013 graduating st last day to apply for in-state residency for Fall semester

October

- **Monday, October 8 - Tuesday, October 9: Columbus Day observed (no classes)**
- Wednesday, October 17: Midterm grades due (11:30 p.m.)
- Friday, October 19: Winter 2013 and Spring 2013 registration material distribution to departmen
- Monday, October 22: Winter 2013 and Spring 2013 course advisement begins
- Sunday, October 28: Spring 2013 priority registration begins for all matriculated graduate studen students studying abroad Fall 2012, and all SUNY Plattsburgh at Queensbury students (10 a.m.); all matriculated undergraduate and graduate students begins (10 a.m.)

November

- Friday, November 2: Course advisement ends; last day for unrestricted course withdrawal
- Saturday, November 3: Winter 2013 and Spring 2013 priority registration begins for matriculated main campus (10 a.m.)
- Sunday, November 18: Spring 2013 priority registration ends for main campus, undergraduate student registration continues
- **Tuesday, November 20: Classes end (10 p.m.)**
- Wednesday, November 21: Residence halls close (noon)
- Sunday, November 25: Residence halls open (noon)
- Sunday, November 25 (10 a.m.) - Sunday, December 16 (11:30 p.m.): Spring 2013 priority course adjustment for undergraduate students
- **Monday, November 26: Classes resume**

December

- Saturday, December 8: Final week begins
- **Friday, December 14: Fall semester ends (noon);** Spring 2013 waitlists purged (8 a.m.)
- Saturday, December 15: Commencement (10 a.m.); Residence halls close (10 a.m.); Residence halls open (5 p.m.)
- Sunday, December 16: Spring 2013 priority course adjustment ends for main campus, undergraduate students
- Tuesday, December 18: New Spring transfers' online registration begins (10 a.m.)
- Wednesday, December 19: Final grades due (noon)
- **Monday, December 24: Winter (5 week web) classes begin**

Contact Information

If you have any questions about the SUNY Plattsburgh Academic College Calendar, please contact:

Office of the Registrar

Phone: (518) 564-2100

Toll-Free Phone: (800) 570-1634

Fax: (518) 564-4900

Email: registrar@plattsburgh.edu

Mailing Address:

Registrar's Office
SUNY Plattsburgh
101 Broad St
Plattsburgh, NY 12901

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SUNY Plattsburgh Spring 2013 Academic Calendar



[SUNY Plattsburgh](#) > [Academics](#) > [Academic Calendar](#)

Spring 2013 Official Academic Calendar

January

- Saturday, January 26: Residence halls open (11 a.m.)
- Sunday, January 27: New student course advisement/registration (10 a.m.); course add/drop for c p.m.); non-matriculated student registration begins (6 p.m.)
- **Monday, January 28: Classes begin**

February

- Friday, February 1: *Permission to Register for Credit-hour Overload* due (4 p.m.)
- Sunday, February 3: Course add/drop ends (11:30 p.m.)
- Friday, February 22: *Diploma Applications* for May 2013 and August 2013 graduating students c apply for in-state residency for Fall 2013 semester

March

- **Friday, March 15: Classes End (10 p.m.)**
- Saturday, March 16: Spring break begins; residence halls close (noon)
- Sunday, March 24: Residence halls open (noon)
- **Monday, March 25: Classes resume**
- Wednesday, March 27: Midterm grades due (11:30 p.m.)
- Friday, March 29: Registration material distribution to departments

April

- Monday, April 1: Summer 2013 and Fall 2013 course advisement begins
- Sunday, April 7: Fall registration begins for all matriculated graduate students, Nursing (RN opti abroad Spring 2013, and all SUNY Plattsburgh at Queensbury (10 a.m.); Summer 2013 registrati students at the main campus and SUNY Plattsburgh at Queensbury (10 a.m.)
- Friday, April 12: Course advisement ends; last day for unrestricted course withdrawal



Plattsburgh, New York

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

July 23, 2012

Mayor Donald Kasprzak
And
Members of the Common Council
41 City Hall Place
Plattsburgh, N.Y. 12901

**REF: Request for Permission for
Mayor to Sign Change Order
No. 2 To Contract #2011-16
"Saranac River Trail Multi Use Path,
Phase II, SUNY Plattsburgh & Pine Street"**

Dear Mayor Kasprzak & Common Council:

It is requested that the Mayor be authorized to sign Change Order No. 2 to Contract #2011-16, "Saranac River Trail Multi-Use Path, Phase II SUNY Plattsburgh and Pine Street." This Change Order, in the amount of **\$59,261.48**, is for adjustments to the contract during construction, which are detailed on the attached pages.

Sufficient funding is available in Capital project **H5110.23 "2007 Multi-Use Path Construction Project"** to cover the cost of this change order.

Very truly yours,

Kevin Farrington, P.E.
City Engineer

/dn

Att.(3)

CC: City Clerk
City Chamberlain
Charles Roy, NYSDOT
Mike Fayette, Construction Inspector

PROJECT TITLE: Saranac River Trail Phase II, SUNY Plattsburgh & Pine Street

CONTRACT NUMBER 2011-16

CHANGE ORDER NUMBER: 2

DATE: July 23, 2012

TO (contractor): Luck Brothers Inc.
73 Trade Road
Plattsburgh, NY 12901

You are hereby directed to make the following changes to this Contract:

ITEM NO.	DESCRIPTION	CHANGE IN PRICE
----------	-------------	-----------------

See Attached Sheets

TOTAL:	\$ 59,261.48
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The original Contract Sum was.....\$... 1,169,169.00

Net change by previous change orders:.....\$.. 104,003.89

The Contract Sum prior to this Change Order was.....\$.....1,273,172.89

The Contract Sum will be

(increased) (decreased) (unchanged) by.....\$... 59,261.48

The new Contract Sum including this Ch.Order\$....1,332,434.37

The Contract Time will be

(increased) (decreased) (unchanged) by.....

The Date of Completion as of the date of this CO is:_____December 28, 2011_____

RECOMMENDED BY:

Engineering & Plan.Dept

41 City Hall Place

Plattsburgh, NY 12901

(signature)

Kevin Farrington, C.E.

7/24/12
(date)

ACCEPTED BY:

Luck Brothers Inc..

73 Trade Road

Plattsburgh, NY 12901

(signature)

(date)

APPROVED BY:

City of Plattsburgh

41 City Hall Place

Plattsburgh, NY 12901

(signature)

Donald Kasprzak, Mayor

(date)

**SARANAC RIVER TRAIL - MULTI USE PATH
CHANGE ORDER No. 2**

ADDITIONS

203.02	UNCLASSIFIED EXCAVATION AND EMBANKMENT	CY	1787.14	18.51	\$	33,079.96
203.03	EMBANKMENT IN PLACE	CY	984.11	7.9	\$	7,774.47
203.07	SELECT GRANULAR SUBGRADE	CY	588.58	17.3	\$	10,182.43
206.02	TRENCH AND CULVERT EXCAVATION	CY	18.82	16.95	\$	319.00
304.12	SUBBASE COURSE, TYPE 2	CY	19.37	29.16	\$	564.83
402.127302	12.5 F3 TOP COURSE HMA, 7000 SERIES	TN	1.5	16.57	\$	24.86
407.0101	TACK COAT	GL	450	3.02	\$	1,359.00
607.43-70	THREE RAIL WOOD FENCE	LF	188	24.5	\$	4,606.00
610.0203	ESTABLISHING TURF	AC	0.72	2769.68	\$	1,994.17
611.030113	PLANTING CONIFEROUS TREE SPECIES AS SPECIFIED, BALLED AND BUR	EA	2	372.84	\$	745.68
611.040152	PLANTING DECIDUOUS SHRUB SPECIES, 36" HEIGHT/SPREAD	EA	12	53.26	\$	639.12
620.03	STONE FILLING (LIGHT)	CY	1.33	56.14	\$	74.67
77603.7403	18" RCP - MATERIAL ONLY	LF	32	16.5	\$	528.00
77604.4048	DS-106 - MATERIAL ONLY	LS	1	1046.23	\$	1,046.23
77632.1502	RETAINING WALL - GEORGE ANGEL	LS	1	12143.52	\$	12,143.52
77632.1501	REPLACE TOP BLOCKS SELTZER RETAINING WALL	LS	1	8848.71	\$	8,848.71
207.22	GEOTEXTILE DRAINAGE	SY	326.92	1.92	\$	627.69
613.02	PLACING TOPSOIL TYPE A	CY	435	37.17	\$	16,168.95
685.01	WHITE EPOXY REFLECTORIZED PAVT STRIPE, 15 MIL	LF	4	2.55	\$	10.20
685.02	YELLOW EPOXY REFLECTORIZED PAVT STRIPE, 15 MIL	LF	895	2.55	\$	2,282.25
77632.15	SEGMENTAL BLOCK RETAINING WALL	SF	120.3	51.23	\$	6,162.97
608.020102	ASPHALT CONCRETE WALKS, DRIVEWAYS AND BICYCLE PATHS	TN	4	15.25	\$	61.00
	TOTAL ADDITIONS				\$	109,243.70

DEDUCTIONS

203.2	SELECT GRANULAR SUBGRADE	CY	5	21.91	\$	109.55
206.03-70	ROCK EXCAVATION	CY	10	106.52	\$	1,065.20
209.200301	TURF REINFORCEMENT MATS - PERMANENT	SY	500	5.28	\$	2,640.00
304.9000002	AGGREGATE FOR FULL DEPTH RECLAMATION OF ASPHALT PAVEMENT	TN	130.99	16.16	\$	2,116.80
402.197902	F9 BINDER COURSE HMA, 70 SERIES	TN	5.93	20.34	\$	120.62
70603.123	NON PRESSURE PVC SEWERS	LF	21.2	12.19	\$	258.43
603.7403	RCP CLASS II, 18" DIA	LF	13.06	59.2	\$	773.15
604.300103	RECTANGULAR DRAINAGE STRUCTURES TYPE A FOR #3 WELDED FRAME	LF	9.33	412.46	\$	3,848.25
605.1001	UNDERDRAIN FILTER TYPE 2	CY	85.92	50.99	\$	4,381.06
605.1701	OPTIONAL UNDERDRAIN PIPE 4" DIA	LF	100	1.57	\$	157.00
607.97-08	REMOVE AND RESET EXISTING FENCE	LF	320	25.57	\$	8,182.40
609.0401	CAST IN PLACE CONCRETE CURB	LF	79	19.66	\$	1,553.14
646.22	DELINIATORS SNOWPLOW MARKERS	EA	9	10.65	\$	95.85
646.32	STEEL POST, 2.0 LBS PER FOOT	EA	9	31.96	\$	287.64
697.03	FIELD CHANGE PAYMENT	DC	11285.45	1	\$	11,285.45
670.7004	SINGLE CABLE CONDUCTOR 6 GAGE	LF	40	1.32	\$	52.80
670.700401	SINGLE CABLE CONDUCTOR 2 GAGE	LF	20	2.18	\$	43.60
670.7501	GROUND WIRE NO 6 AWG	LF	28	1.32	\$	36.96
680.5001	POLE EXCAVATION AND POLE FOUNDATION	CY	1.25	1012	\$	1,265.00
680.520108	CONDUIT, METAL STEEL, ZINC COATED, 3 NPS	LF	50	12.78	\$	639.00
680.5301-10	CLEAN EXISTING CONDUIT	LF	10	4.26	\$	42.60
680.6708	TRAFFIC SIGNAL POLE TOP MOUNT, 8 FT POLE HEIGHT	EA	1	985.37	\$	985.37
680.813105	PEDESTRIAN SIGNAL MODULE 12 IN BI METAL, HAND	EA	2	319.58	\$	639.16
698.05	FUEL PRICE ADJUSTMENT	DC	6950	1	\$	6,950.00
209.1003	SEED AND MULCH TEMPORARY	SY	0.3	0.37	\$	0.11
603.7301	RCP MATERIAL ONLY	LF	32	16.5	\$	528.00
680.71	14/2 SHIELDED LEAD IN WIRE	LF	1133	1.45	\$	1,642.85
604.070705	ALTERING DRAINAGE STRUCTURE	EA	1	282.23	\$	282.23
	TOTAL DEDUCTIONS				\$	49,982.22
TOTAL CHANGE ORDER No. 2						\$ 59,261.48



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)

Plattsburgh, New York

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, New York 12901
518-563-2200
Fax: 518-563-6690

Date: July 23, 2012

To: Mayor Donald M. Kasprzak

From: Bill Treacy, Manager

Subj: Substation Maintenance I

As Manager of the Municipal Lighting Department, I hereby request permission for Mr. Richard Strack to attend Substation Maintenance I Training from September 30 - October 5, 2012 to be held at Valley Forge, PA at an estimated cost of \$ 2,870.00.

If you have any questions, please contact me.

Atch: 3

cc: Councilor Jackson, MLD Liaison
Kelly Clookey, Finance Director
Travel File

TRAVEL REQUEST AND AUTHORIZATION - CITY OF PLATTSBURGH

TO: DEPARTMENT LIAISON COUNCILOR

Permission is hereby requested for Richard Strack

Of MLD to travel to Valley Forge, PA

For Substation Maintenance I

On September 30-October 5 2012
Hours, Incl. Travel Days

Please attach program or other literature, and back-up for estimated costs.

Estimated Costs:	Mileage/Gas	<u>\$ 150.00</u>
	Ferry/Road Tolls	<u>\$ 40.00</u>
	Hotel	<u>\$ 730.00</u>
	Meals	<u>\$ 200.00</u>
	Registration	<u>\$ 1750.00</u>
	Air Fare	<u>\$ 0.00</u>
	Personnel Cost (Replacement, overtime & dedicated time of attending personnel)	<u></u>
	TOTAL	<u>\$2,870.00</u>

Please indicate department budget code from which this trip will be expended: 731.1; 741.1; 781.1

Date: July 23, 2012 Dept. Head: Bill Treacy
Bill Treacy, Manager

AUTHORIZATION:

Pursuant to the authority granted me under the City of Plattsburgh Common Council Resolution dated _____, I do hereby authorize the above travel as requested.

Date: _____

Councilor, Dept. Liaison

Mayor

NOTE: This authorization and supporting receipts must be attached to the travel voucher claiming reimbursement for Expenses (C.C. Resolution, Feb.9,1989).

AVO Training Institute

Course:

Substation Maintenance I

4.5 days

3.6 CEUs

Hands-on

8:00am - 4:30pm, the final day ends at 12:00pm

Course Number: 230

Tuition USD: \$ 1750

Substation maintenance is a key part of any plant's maintenance program. Failures in key components such as racking mechanisms, meters, relays and buses are the most common cause of unplanned outages. Power transformer failures may result in significant downtime and long delays in equipment replacement. Most of these failures can be detected and prevented. Having skilled substation maintenance technicians is essential to equipment reliability.

Learning Objectives

- Identify safe work procedures
- Explain the configuration and function of common equipment found in a substation
- Identify components of air, oil and vacuum circuit breakers, and metal-clad switchgear (including switchyard equipment)
- Perform and interpret results of insulation resistance and contact resistance tests on medium-voltage circuit breakers and switchgear
- Perform overpotential and vacuum integrity tests, measurements and make adjustments to medium-voltage circuit breakers
- Perform and interpret results of a tank loss index test on an oil circuit breaker (as needed)

Who Should Attend

This hands-on course is intended for apprentices, technicians and engineers responsible for the maintenance and testing of industrial and utility substations.

Requirements

This course requires working knowledge of basic electricity. Students must wear long pants and safety toe shoes to complete the lab portion of this course. No shorts or sandals will be allowed.

****By demand, our most popular Substation Maintenance Certification Program has been translated to Spanish. Substation Maintenance II will be announced within the next few months.**